

MOBILE FOOD SERVICE PLANNING GUIDE

Toledo-Lucas County Health Department
635 North Erie Street
Toledo, Ohio 43604
Phone Number: (419) 213-4100 ext. 3
Fax Number: (419) 213-4141

“Mobile food service operation” means a food service operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food service operation.

“Mobile retail food establishment” means a retail food establishment that is operated from a movable vehicle or other portable structure, and that routinely changes location, except that if the establishment operates from any one location for more than forty consecutive days, the establishment is no longer a mobile retail food establishment.

- A mobile food service operation must be licensed in the county where the unit is housed. The mobile food service license must be renewed on a yearly basis, prior to the mobile’s first day of food sale. The mobile will be required to be set up, have running warm and cold water, and be stocked with essential supplies on the day of licensing.
- The mobile food service license is valid throughout the state of Ohio, as long as the mobile food service is operating as stated on the back of the license issued by this department.
- Contact this department at (419) 213-4100 ext. 3 to set up an appointment to schedule a pre-license inspection for your mobile food service operation. All paperwork must be submitted prior to the inspection for approval. Any changes made to your mobile food service operation must be submitted in writing to this department. Your mobile food license will reflect the layout and menu as submitted to this department for approval. Your mobile food license is only valid for the layout and menu printed on the back of your license issued by this department. The valid food service license must remain on the mobile food service operation at all times of operation.
- **Mobile food service operations are only licensed for the exact menu and equipment provided to this department for approval.**
- **A mobile food service operation cart (example- hot dog cart), will have more limitations and restrictions compared to a mobile food service truck due to limited space and equipment.**

You must contact this department in advance.

This department will not license the mobile food service operation at an event or festival.

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In order to submit plans the following must be completed:

1. Submit the MOBILE FOOD SERVICE OPERATION PLANNING APPLICATION.
2. Submit a plan of the mobile food service operation. The plan must show the location of all equipment, counters, lighting, windows, and entrances. The plan must also show the location of the hot water tank, fresh water and gray water tanks.
3. If your mobile has a stock trailer, it must also be included in the mobile plan.
4. The drawing must include the exact layout of all equipment (example: show sinks, coolers, tables, storage areas, etc.). All equipment must be commercial grade, no homestyle equipment will be accepted.
5. The plans must be drawn to scale (For example, $\frac{1}{4}$ inch = 1 foot)
6. Submit a complete menu
7. All materials turned into the department become property of the Toledo-Lucas County Health Department. You are responsible for making your own copies of the materials submitted.
8. Only complete plans will be accepted for plan review. All mobiles must go through the plan review process and have a prelicense inspection before they can be licensed. No mobiles will be licensed at an event or festival.
9. If you make any changes to the mobile, including menu changes, you are required to contact your inspector for approval.
10. At the time of the prelicense inspection, if you equipment or layout differs from the set of plans that have been approved, it may delay in licensing the mobile food service operation.
11. Once the plans for the mobile food service operation have been received and reviewed, you will receive a plan approval or disapproval letter in the mail. If the plans have been disapproved, you will have the ability to make the recommended changes to the mobile food service operation and resubmit.

➡ **It is a good idea not to build or make changes to the mobile until the plans have been approved by this department, as the layout and equipment proposed may not meet the food code standards.**

If you have any questions during the plan review process, contact this department to speak to a sanitarian.

Your inspector is _____ Phone Number: _____

MOBILE FOOD SERVICE OPERATION PLANNING APPLICATION

Name of the mobile food service operation: _____

Address, City, Zip Code of the location where the mobile food service operation will be housed:

OWNER INFORMATION

Name: _____

Address: _____ City: _____ Zip: _____

Contact Phone Number(s): _____

Check (☑) the box that applies to the type of mobile food operation license you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Mobile Food Service Operation Truck/Van | <input type="checkbox"/> Mobile Food Service Cart |
| <input type="checkbox"/> Tear Down Mobile Food Service Operation | <input type="checkbox"/> Watercraft Mobile Food Service Operation |

MENU

- All food must be prepared in your mobile food service operation or by a commercially licensed facility. **No food may be made in your home.**
- A complete menu for your mobile food service operation must be provided. The menu should be simple, as a mobile is always on the go and does not have the same amount of space as a full service restaurant.
- The menu for your mobile food service operation will be printed on the back of your license and **must travel with you at all times.**
- Any additions or alterations to your menu must be approved by this department and added to the back of the license by your sanitarian.

1. Complete the **MENU REVIEW SHEET** at the end of this packet.

2. Provide a list of your food suppliers.

3. If you serve undercooked meat and egg products, contact this department regarding a consumer advisory that must be printed on your menu. (See OAC 3717-1-3.5 for details on when a consumer advisory is needed.)

FOOD PREPARATION REVIEW

1. HOW WILL YOU PREPARE PRODUCE? (Check all that apply)

<input type="checkbox"/> No produce will be used or served
<input type="checkbox"/> All produce will come into the mobile pre-washed and pre-cut. (Supply invoices on request)
<input type="checkbox"/> All produce will be prepared in a separate food preparation sink

Comments:

2. POTENTIALLY HAZARDOUS FOOD WILL BE THAWED (Check all that apply)

Thawing Method	Check if applies
No thawing required for any menu items	
Thawing in the cooler	
Cook from frozen	

Comments:

3. COOKING POTENTIALLY HAZARDOUS FOOD

List all cooking equipment and check all applicable boxes. Use back of this sheet or additional paper if needed.

- If there is to be grilling or frying, a commercial hood must be installed. The hood may be constructed of galvanized or stainless steel. The hood must be supplied with grease filters.
- Fire extinguishers must be available in the mobile unit, especially if extensive cooking will be done.

Equipment Name	New	Used	NSF Approved or Equivalent
Example: Manufacturer Name, Gas Grill Model 25 S	X		NSF Approved

Comments:

4. HOT HOLDING POTENTIALLY HAZARDOUS FOOD

List all hot holding equipment and check all applicable boxes. Use back of this sheet or an additional paper if needed. All potentially hazardous food must be held at a temperature of 135° F or higher.

Equipment Name	New	Used	NSF Approved or Equivalent
Example: Manufacturer Name, Electric Stem Well Model 35 TU	X		NSF Approved

Comments:

5. COLD HOLDING POTENTIALLY HAZARDOUS FOOD

List all cold holding equipment and check all applicable boxes. Use the back of this sheet or additional paper if needed. All potentially hazardous food must be held at a temperature of 41° F or lower.

Equipment Name	New	Used	NSF Approved or Equivalent
Example: Custom Made Walk-in Cooler by ABC Manufacturing	X		NSF Approved

Comments:

6. How will employees avoid bare-hand contact with ready-to-eat foods? Check all that apply.

<input type="checkbox"/> Disposable gloves	<input type="checkbox"/> Utensils with a handle
<input type="checkbox"/> Deli Tissue	<input type="checkbox"/> Other:

7. Warewashing

- A three compartment sink with two drain boards must be provided for washing, rinsing, and sanitizing all food equipment. The sink size must be sufficient size to fit the largest piece of equipment at least halfway.

Check the appropriate box for the type of sanitizer that will be supplied. (Provide the appropriate testing kit for your sanitizer)

☐ Chlorine (regular bleach)

☐ Quaternary ammonium


☐ Iodine

GENERAL INFORMATION

8. LIGHTING

At least 50 foot candles of light must be available inside the mobile unit. Lights must be shielded with light tubes and end caps or with shatter proof bulbs inside the mobile unit. Advertising lights on the outside are not required to be shielded.

9. MOBILE FOOD SERVICE FINISH MATERIALS

 Note that all surfaces must be smooth and easily cleanable. List the material that will be used to provide a smooth, rounded and cleanable surface. A vinyl coving strip must be used to seal the wall-floor joint. All installed equipment and counters must be sealed to walls and floors.

Floor	Wall	Ceiling	Counters	Cabinets/Shelving

10. WATER SUPPLY AND WATER TANK REQUIREMENTS

Materials that are used to construct a mobile food service operation holding tank shall be:

- Safe
- Durable, corrosion-resistant, and non-absorbent
- Finished to have a smooth, easily cleanable surface; and
- Constructed of materials that meet N.S.F. standard 61 or the equivalent

Mobile holding tank shall be:

- A water tank and its inlet and outlet shall be sloped to drain.
- A water tank inlet shall be positioned so that it is protected from contaminants such as waste discharge, road dust, oil, or grease.
- A cap and keeper chain, closed cabinet, closed storage tube, or other approved protective cover or device shall be provided for a water inlet, outlet, and hose.
- The water tank inlet shall be three-fourths inch in inner diameter or less and be provided with a hose connection of a size or type that will prevent its use for any other service.
- Operated so that backflow and other contamination of the water supply are prevented.
- **Sized fifteen per cent larger in capacity than the fresh water supply tank; and** sloped to drain that is one inch in inner diameter or greater, and equipped with a shut-off valve.
- Liquid wastes from the mobile holding tank shall be removed at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created. For example, you may not empty the mobile holding tank in the storm sewer.

Hoses used for conveying drinking water from a water tank shall be:

- Safe
- Durable, corrosion-resistant, and nonabsorbent

- Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition
- Finished with a smooth interior surface
- Clearly and durable identified as to its use if not permanently attached
- Constructed of materials that meet N.S.F. standard 61 or the equivalent

For example: Provide a drinking water hose that meets N.S.F. standard 61 to use to fill the fresh water holding tank in the mobile unit. **NO GARDEN HOSES ALLOWED.** A separate hose must be provided to use to empty the gray water tank.

- Mobile food service operations must have a supply of fresh water, a gray water holding tank (to hold used water), and a constant supply of hot water (100°F)
- The mobile gray water tank must be at least 15% larger than the fresh water holding tank
- If your mobile does not have a fresh water holding tank, the mobile must be hooked up to a fresh water supply at all times with the proper hose. This will be noted on the back of the license and the mobile will **ONLY** be allowed to operate when permitted to be hooked up to a fresh water supply.
- A water heater must be provided to supply hot water (100°F) during operation hours.

1. Does the mobile have a fresh water holding tank? ☐ Yes ☐ No

If no, your mobile will be required to be hooked up to a constant supply of fresh water to operate.

2. What is the capacity and location of the fresh water holding tank?

Capacity of fresh water tank _____

Location of fresh water tank _____

3. What is the capacity and location of the gray water tank (tank to hold dirty/used water)?

Capacity of gray water tank _____

Note: It must be at least 15% larger than your fresh water tank

Location of the gray water tank _____

Note: The gray water tank may be a blue boy

4. Hot water tank

Type of hot water tank _____

Location of hot water tank _____

Capacity of hot water tank _____

5. Did you supply a fresh water hose to fill the water tank with? ☐ Yes ☐ No
-

OTHER

1. Screens for door and windows are recommended.
2. Propane gas tanks must be tightly secured to the mobile unit.
3. The NAME of the mobile food service operation, the CITY of origin, and PHONE NUMBER including area code must be displayed on the outside of the trailer. The name and city must be in individual letters at least three (3) inches high and one (1) inch wide.

EQUIPMENT LIST

Please provide the following information for all equipment you will provide in your mobile food service operation. All equipment must be approved by the Health Department before it can be used. If you need more space, please use the back of this sheet or additional paper. Information or specification sheets on equipment may also be provided for review.

☐ Check box if equipment list information is printed on the plans provided.

[illegible]

MENU REVIEW SHEET

Please provide the following information for all items to be sold in the mobile food service operation. Remember, all food must be prepared in the mobile food service operation, or by a commercially licensed facility. No food may be prepared in your home.

	HOW FOOD WILL BE PREPARED			
	Check(<input checked="" type="checkbox"/>) the box that shows how each item will be made			
Food Item	Homemade/ Scratch Cooking	Prepackaged /No refrigeration required	Premade/ Frozen	Premade/ Refrigerated
Example: Prepackaged chips/pretzels		X		
Example: Potato Salad				X

Please provide more information on various cooking steps:
